Absence Authorisation/Notification Form

Completion Guidance for Student Visa holders

As an International student attending on a Student visa, you must engage fully with your course, in accordance with the Student visa conditions. If you are unable to attend, you must inform the University by requesting an absence.

An absence is an exceptional, temporary period when you may be unable to attend scheduled teaching and/or may be away from the University (both in the UK and abroad) for more than 3 days (excluding weekends) due to exceptional circumstances.

**Please note**:

* **An Authorised Absence is not grounds for an extension to study.**
* **Any absences of 2 weeks or over need to be declared on all future in-country visa applications. An absence of 4 weeks or over is likely to break the continuous residence period in the UK**
* **Undergraduate students can travel during their summer vacation period. UG students can inform the UKVI Compliance Team of their travel plans and do not need confirmation from their course leader. Travel during vacation periods will not impact on a continuous residence period.**

**What is an exceptional circumstance?**

**The definition of an exceptional circumstance is the same definition as the university use for extenuating circumstances in the** [**Extenuating Circumstance Policy and Procedure**](https://students.shu.ac.uk/regulations/illness/Extenuating%20Circumstance%20Policy%20and%20Procedure.pdf)**. This is a circumstance you could not reasonably have anticipated at the beginning of an academic**

**year because:**

**I. Something has occurred, or been diagnosed, suddenly and unexpectedly during the**

**academic year, or**

**II. Pre-existing difficult and complex life circumstances have intensified during the academic**

**year.**

**Examples of what is an exceptional circumstance?**

* **Family emergency**
* **Personal emergency**
* **Research for PG students (maximum period of 6 weeks)**

**Examples of what is not an exceptional circumstance?**

* **Holidays or travel**
* **Normal domestic issues, such as moving house**
* **Voluntary work**
* **Attending weddings except as the bride or groom\***

**\*If your wedding date has been set based on religious reasons, you will need to provide details of this/these on your Authorised Absence form, so we can consider your request. We can allow up to 30 days authorised absence for a wedding. Please be aware, if your wedding date is not predetermined due to religious considerations, we will not be able to authorise your request.**

**You must:**

* **still submit work and attend exams unless you have an accepted RRAA.**
* **request an authorised absence before you go.**
* **attend your agreed return to study date following any absence.**

**If you are not able to engage with study, you should request a Break in Study.**

**You cannot request a CAS extension because of taking an authorised period of absence.**

**Reasons for absence will be assessed on an individual basis.**

**If you are unsure whether your absence should be recorded as an Authorised Absence or a Break in Study/Temporary Withdrawal, please contact Hallam Help for guidance.**

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**Completing the Absence Authorisation / Notification Form**

Please complete your student details in full - this will help us to process your absence quicker.

**Please note**

**An authorised absence is not a break in study. If your intended absence is likely to be more than two weeks you may be required to suspend your enrolment (e.g. temporarily withdraw or take a break in study) and return at a later date. You must speak to your Student Support Adviser if you wish to do this.**

## SECTION 1 - AUTHORISED ABSENCE

To be completed if you are away from the university due to an exceptional circumstance

**Tick the reason for your absence and enter the requested start and end date of your absence.**

**If your absence is in a vacation period, please make sure that your return date is before the start of term/teaching.**

**Enter your destination, e.g. India**

**Enter details of your situation, e.g. family emergency**

**Your Student Support Advisor will liaise with your tutor to confirm the absence will not impact your study.**

**Please read Section 3 - Student Declaration carefully, sign and date both sections to show you agree with and understand the declaration.**

**Email the form to** [**Hallamhelp@shu.ac.uk**](mailto:Hallamhelp@shu.ac.uk)

## SECTION 2 - ACADEMIC REASON - NOTIFICATION/AUTHORISED ABSENCE

Please complete this section if you are completing your course from home and will not be returning to the UK. Please note in these instances we will cease sponsorship of your student visa.

* **You must make sure you know** [**when your results are released**](https://students.shu.ac.uk/shuspacecontent/assessment/results-finalised) **and how to access these.**
* **If you are submitting from your home country, you must know when your deadline/submission date is.**
* **If you are completing work outside the UK then you must speak with your Academic Supervisor/ Course Leader/ Student Support Adviser to discuss this. They must provide agreed action to support you prior to, during and after this absence.**

**Tick the reason for your absence and enter the start date, which is the date you are leaving the UK, and the date your results are released.**

**Please read Section 3 - Student Declaration carefully, sign and date both sections to show you agree with and understand the declaration.**

**Email to** [**hallamhelp@shu.ac.uk**](mailto:hallamhelp@shu.ac.uk)

## SECTION 3 - ABSENCE NOTIFICATION

To be completed by all students

**Please read Section 3 - Student Declaration carefully, sign and date both sections to show you agree with and understand the declaration.**